

# Supply Services

## Offering paper and office supplies at competitive prices.

The Department of Administrative Services (DOAS) Supply Services offers paper and administers office supply contracts with multiple vendors throughout the state.

### Paper

Supply Services provides a variety of high quality paper selections with delivery options to meet your business needs.

#### Pick-up orders

- Save up to 12% by ordering one or more cartons of paper directly from our Atlanta Distribution Center located at 1050 Murphy Avenue, S.W., Atlanta, Georgia 30310. We guarantee next day pick-up.

#### Delivery orders

- Order 20 or more cartons of paper and receive your order, on average, within three working days.
- Save money by purchasing truckload quantities of 840 cartons or more. Contact us for quotes and to schedule deliveries.



#### Four easy ways to place your paper orders

- 1 Call 404-756-4853 or 800-869-1012
- 2 Fax 404-756-4845
- 3 E-mail [supply@doas.ga.gov](mailto:supply@doas.ga.gov); or
- 4 Visit Supply Services on the DOAS Web site at [www.doas.state.ga.us](http://www.doas.state.ga.us).

### Paper Prices

	Pick-Up Orders per carton	Delivery Orders per carton
<b>White Bond</b> 20 lb, 84 Brightness 150 Smoothness NIGP# 645-21-24-275	\$20.82	\$22.80
<b>Recycled Paper 30%</b> 20 lb, 84 Brightness 150 Smoothness NIGP# 645-21-42-090	\$22.49	\$24.63
<b>Premium, Multi-Purpose</b> 20 lb, 84 Brightness 155 Smoothness NIGP# 645-33-89-060	\$21.45	\$25.54
<b>3 Hole Drill, Multi-Purpose</b> 20 lb, 84 Brightness 160 Smoothness NIGP# 645-33-89-135	\$22.23	\$27.65
<b>Legal Size Paper, Multi-Purpose</b> 20 lb, 84 Brightness 160 Smoothness NIGP# 645-33-36-140	\$26.40	\$28.91
<b>Recycled Paper 50%</b> 20 lb, 84 Brightness 160 Smoothness NIGP# 645-33-82-150	\$26.73	\$29.95
<b>Blue Bond</b> 20 lb, 170 Smoothness NIGP# 645-21-42-102	\$25.42	\$31.50
<b>State Seal Paper</b> 20 lb, 90 Brightness NIGP# 645-21-38-125	\$56.01	\$62.23

## Office Supplies

Competitively-priced office supplies are available through eight office supply vendors. Save an average of 40 to 50 percent on approximately 300 quality, core office supplies, such as pencils, pens, binders, calculators, and more.

### Regional Map



Our vendor partners consist of one statewide vendor and six regional vendors. Visit Supply Services on the DOAS Web site at [www.doas.state.ga.us](http://www.doas.state.ga.us) for a list of counties within each region and to set-up an office supply account with one of the following vendors.

### Statewide

#### Office Depot

Phone: 888-295-0943 ext. 2555

Web site: <http://bsdnet.officedepot.com>

### Regions 1, 2, 3, & 5

#### Minton Jones

1859-1 Beaver Ridge Circle

Norcross, GA 30071

Phone: 770-449-4787 or 888-817-7907

Fax: 770-446-0609 or 877-446-0609

Web site: [www.mintonjones.com](http://www.mintonjones.com)

### Region 3

#### Cajun Office Supplies, Inc.

819 Pickens Industrial Drive, Suite 11

Marietta, GA 30062

Phone: 770-590-1650 or 888-848-9950

Fax: 770-590-1966

Web site: [www.cajunoffice.com](http://www.cajunoffice.com)

### Regions 3, 6, & 7

#### Prime Office Products

5105 Southfield Pkwy, Suite 300

Forest Park, GA 30297

Phone: 404-366-3121 or 800-555-0019

Fax: 404-366-6795 or 800-555-6132

Web site: [www.ga.primeop.com](http://www.ga.primeop.com)

### Region 9

#### Alexander's Office Center

517 Academy Avenue, Dublin, GA 31021

Phone: 478-272-6495 or 800-333-6495

Fax: 478-272-4748

Web site: [www.alexandersonline.net](http://www.alexandersonline.net)

### Regions 10 & 11

#### Ponder's Office Plus

117 North Madison St., Thomasville, GA 31792

Phone: 229-226-3341 or 800-647-3333

Fax: 229-226-6115

Web site: [www.ponders.com](http://www.ponders.com)

### Region 12

#### VIP Total

109-A Memorial Drive, Hinesville, GA 31313

Phone: 912-238-0222 or 800-621-3375

Fax: 912-756-4847

Web site: [www.vipoffice.com/gacontract.htm](http://www.vipoffice.com/gacontract.htm)



Trust • Excellence • Service

#### Georgia Department of Administrative Services

200 Piedmont Avenue, 1804 West Tower, Atlanta, GA 30334

404-656-5514 • Fax 404-651-9595

[www.doas.state.ga.us](http://www.doas.state.ga.us)

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# Need Paper and Office Supplies?

*Shop with us...*



*Georgia*

Department of  
Administrative Services

Dana R. Russell, Commissioner